CHATHAM COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX D
APPENDIX 4

EMERGENCY FUEL, PETROLEUM, OIL AND LUBRICANTS MANAGEMENT PLAN

FEBRUARY 2010

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ACRONYMS

AD	Assistant Director
ARES	Amateur Radio Emergency Services
CEMA	Chatham Emergency Management Agency
CPG	Command Policy Group
DO	Duty Officer
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
EPA	Environmental Protection Agency
EPD	Environmental Protection Division
FY	Fiscal Year
GEMA	Georgia Emergency Management Agency
GEOP	Georgia Emergency Management Plan
IC	Incident Command(er)
ICS	Incident Command System
LSA	Logistical Support Area
MHz	Megahertz
NIMS	National Incident Management System
NRF	National Response Framework
PFC	Primary Fuel Coordinator
POL	Petroleum, Oils, and Lubricants
SOC	State Operations Center
UHF	Ultra High Frequency
VHF	Very High Frequency

DEFINITIONS

Petroleum: The accepted term for petroleum products used as a fuel. This term includes but is not limited to Gasoline, Kerosene, Diesel Fuel, Aviation Fuel, and Heating fuels.

Oils: The accepted term for any thick fatty oil of either petroleum or mineral origin especially used to lubricate machinery or engines. It is a viscous liquid such as motor oil, sewing machine oil, etc.

Lubricants: Materials with a higher viscosity than oils (usually a semisolid) designed to provide lubrication or sealing between two moving items where lubricating oil would not stay in position. Examples of lubricants are grease, mineral oils, petroleum jellies and synthetic greases.

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I. INTRODUCTION

A. When a disaster occurs, one of the first items needed to ensure a rapid response and to begin recovery operations is fuel. Whether it is law enforcement, search and rescue teams, or other emergency officials, without the fuel to operate equipment needed to reach those in danger, and/or to start the repair/rebuild process, the effects of a disaster are magnified.

B. Following such an emergency event in Chatham County, fuel resources and the distribution facilities remaining to support recovery efforts may be limited or unavailable. Despite the conditions, emergency response personnel will be required to deploy into the affected area and begin operations. In addition to County responders, the influx of emergency resources from outside Chatham County to support a long-term recovery will place additional burdens on the already limited, if nonexistent, County resources.

II. PURPOSE

A. The purpose of this Appendix is to outline the procedures used by Chatham County that will ensure a sufficient supply of petroleum, oil, and lubricant (POL) products are maintained to support emergency response operations during local emergencies and/or a catastrophic event/major disaster.

B. This Appendix also outlines procedures used to account for fuel resources dispensed during an event that provide for inventory control, timely resupply, and post event cost recovery.

III. SCOPE

A. Fuel management procedures are established as needed during an emergency event. When available, fuel procurement and distribution procedures follow established local and County standard operating procedures (SOP). Local and County Agencies may establish additional and/or temporary procurement and distribution procedures and facilities as needed.

B. The provisions of this Appendix apply county-wide and to all hazards and disasters; natural and/or man made, that call for either a partial or full activation of the County's Emergency Operations Plan (EOP). This Appendix is not intended to replace established jurisdictional emergency response plans and/or procedures.

IV. AUTHORITIES

A. This Appendix is developed under the authority of the Chairman of the Board of the County Commission, Chatham County, Georgia; and the Director of the Chatham Emergency Management Agency (CEMA) Chatham County, Georgia. This Appendix supersedes all similar and previous versions to date.

B. CEMA has primary responsibility for compliance with provisions for the County's EOP; and is responsible for ensuring execution of the response activities outlined in this Appendix and supporting documents. CEMA maintains a copy of the current contract for the scope of services described in this document. See Tab A, County Emergency Fuel Contract.

C. This Appendix is developed in accordance with the following legal references:

1. FEDERAL:

   a. National Response Framework (NRF) October 2008, as amended

   b. Robert T. Stafford Disaster Relief and Emergency Assistance Act

2. STATE:

   a. Georgia Constitution

   b. Georgia Emergency Management Act of 1981, as amended

   c. Georgia Emergency Operations Plan (GEOP)

3. COUNTY: Chatham County EOP

V. ASSUMPTIONS

A. Appropriate Emergency Declarations are made when warranted.

B. Management procedures outlined in this plan apply to POL products required by agencies (local and out of area, government and/or nongovernment), responding to a local or County-wide emergency event.

C. During local emergency events, fuel management and planning is the responsibility of the responding County and/or municipal agency(s).

D. During local emergency events, established in-ground fuel stores (fixed sites), in Chatham County remain available and the supply from local distributors is uninterrupted.

E. Following a catastrophic event and/or major disaster, fuel management in Chatham County is coordinated through the Emergency Operations Center (EOC).

F. Following a catastrophic event and/or major disaster, the supply of fuel from the local refiner to the contracted distributor/vendor is uninterrupted.

G. Following a catastrophic event and/or major disaster, contracted fuel distributors have sufficient resources to meet local contract requirements.

H. Following a catastrophic event and/or major disaster, responsible agencies conduct quality checks of in-ground fuel stores prior to dispensing.

I. Emergency fuel management operations may last for many days or weeks until local services and fuel sites are restored.

J. This plan does not include provisions to provide fuel to the general population during or following an emergency event.

K. Both terms fuel and POL are used throughout this document and may be used when referencing this plan. When necessary, specific products are identified and additional management requirements noted.

VI. IMPLEMENTATION

A. Implementation of this Appendix is coordinated through the EOC based on decisions made by the Chatham County Command Policy Group (CPG) and EOC Manager.

B. Once the decision is made to implement this Appendix, management of this plan will be coordinated through designated Primary Fuel Coordinators (PFC) of established County Emergency Support Function (ESF) Partners, or the EOC Logistics Chief and appropriate logistics units. The PFC and EOC Manager jointly make determinations necessary for the required response level to implement the plan. The PFC may include:

1. Chatham County Fleet Operations Manager

2. ESF1 – Transportation Group Supervisor

3. ESF7 – Resources Unit Leader

4. Logistics Section Chief

5. Ground Support Unit Leader

VII. CONCEPT OF OPERATIONS

A. Supply.

1. County and municipal agencies maintain purchase agreements with fuel vendors and have established policies and procedures to insure an appropriate supply of POL is maintained for daily operations. The established daily supply is sufficient to support "routine" fire response, emergency medical services, and law enforcement activities. The amount of fuel and other POL require for daily operations varies from agency to agency, primarily due to the agencies' size, non-standard equipment, and the consumption/burn rates of fuel being used by different equipment. During a local emergency, if an agency's fuel resources are exhausted and supplies through established procedures are unavailable; additional fuel may be requested through CEMA. See Tab B, Emergency Fuel Management Checklists (Local Event Emergency Fuel Management).

2. Fuel management plans put in place during any emergency event are supplemental to the established local policies and procedures mentioned above. Chatham County maintains a contract with a designated vendor that provides for additional emergency deliveries of gasoline and diesel fuels to the County and all participating agencies during a catastrophic event and/or major disaster. This contract is administered by the Chatham County Fleet Operations Manager, and is reviewed/renewed on an annual basis. During a significant emergency event, if the supply of fuels from the contracted vendor are unavailable and/or become exhausted; required operational fuel resources may be requested from the state through the County EOC. See Tab B, Emergency Fuel Management Checklists (Catastrophic Event and Major Disaster Fuel Management).

B. Direction and Coordination:

1. Local Emergency Events. During a local emergency, fuel management and planning is conducted by the appropriate County and/or municipal agency. This includes utilization of mutual aid agreements and local purchases (if necessary). Once local fuel resources and mutual aid agreements have been exhausted, the

availability of additional fuel resources may be coordinated through CEMA.

2. Catastrophic Events/Major Disasters. The scope of a catastrophic event or major disaster will quickly overwhelm and deplete local fuel resources at all levels. During these types of events, the County activates the EOC. Within the EOC functional sections, designated ESF Partners are available to assist County and municipal agencies in coordinating a fuel management plan for the incident.

C. Determining the Need. The size and scope of the emergency response is driven by the severity of the incident. Fuel availability and the need for POL planning may not be critical during a local emergency requiring a minimal response. However, if the response is significant with several resources involved, the need for fuel and an incident POL plan may become critical. Whenever any incident of critical significance occurs, the need for fuel/POL must be determined by considering several factors. These factors include but are not limited to:

1. The type(s) and number(s) of vehicles and/or equipment involved in the response. County and municipal agencies are equipped with several vehicle makes and models along with a variety of specialized equipment utilized both on a daily basis and during emergency events.

2. The anticipated duration of the response. Fuel planning must be considered early during the event in order to keep responders properly equipped and supplied to do their job.

3. Anticipate POL consumption (burn) rates. POL consumption rates will differ depending on the equipment being used, hours/time being used, and type of fuel being used. Weather conditions may play a role in determining the burn rate. See Tab C, Fuel Consumption Rates (FY2009).

4. The amount of available POL on hand with the responders. Most vehicles and equipment supporting an emergency response are supplied with sufficient amounts of fuel to maintain operations for a limited amount of time.

5. The location of the center of response activities in relationship to fuel points. Extended response activities that are not in close proximity to established fuel points may required planning additional fuel support, to include use of mobile refueling stations (tank-wagons).

D. Requests for POL and Procurement.

1. Local Emergency Events. During a local emergency when local fuel resources and mutual aid agreements are or threatens to be exhausted, the Incident Commander (IC) may contact the CEMA Duty Officer (DO) to request additional fuel resources. The DO will coordinate with the Chatham County Fleet Operations Manager to determine if support from the County's POL inventory is available; and/or the possibility of procuring additional resources through established purchasing procedures. See Tab B, Emergency Fuel Management Checklists (Local Event Emergency Fuel Management).

2. Catastrophic Events/Major Disasters. Fuel management for more significant events is coordinated by the PFC or the appropriate functional section working within the County EOC. Upon County and municipal fuel resources being exhausted, the PFC may request additional fuel resources through the State Operations Center (SOC). See Tab B, Emergency Fuel Management Checklists (Catastrophic Event and Major Disaster Fuel Management).

E. Distribution: Requested fuel and POL resources are likely to arrive in Chatham County via a variety of carriers (ground, rail, and air); and in various forms of bulk packaging (cases, barrels, tank-wagons). The EOC will coordinate delivery of all incoming fuel to either established fuel points or to specific temporary locations for distribution. Other bulk POL may be directed to the County Logistics Staging Area (LSA) or Base Camp for storage and/or further distribution as needed.

1. Established Fuel Points (fixed sites). There are a number of County and municipal fuel points in Chatham County that are equipped with large, in-ground storage tanks. When practical, incoming fuel resources will be sent directly to these established fuel points for general distribution. See Tab D, Fuel Storage, Distribution Capacities and Locations Table; and Tab E, Fuel Storage and Distribution Locations Map.

2. Temporary Fuel Points (Mobile Capabilities). Temporary fuel points may be established to distribute fuel directly from tank-wagons. The gravity fed tank-wagons provide the capability to transport and dispense bulk fuel resources where they are needed without having to rely on the established fuel points. Tank-wagons are also an additional method of storing bulk fuel on a temporary basis (as the case would be at the LSA or Base Camp). These mobile fueling

operations may require the end user to consider additional fire safety and security measures.

F. Accountability:

1. Local Emergency Events. During local emergencies, agencies follow established procedures for receiving and accounting for fuel and other POL products. When local fuel resources are expended, agencies may coordinate for additional resources from Chatham County either on a one-time need or a temporary support basis.

   a. One – Time Need. Once coordinated with CEMA, the County Fleet Operations Manager may authorize a one-time distribution of fuel from County resources to local agencies. The fuel dispensed will be accounted for in accordance with instructions provided by the County Fleet Operations Manager as it pertains to the event. The Fleet Operations Manager then follows established accountability procedures (per Chatham County Finance Office), to ensure appropriate cost recovery from the agency and/or agencies for the fuel issued.

   b. Temporary Support. The Fleet Operations Manager may establish temporary accounts allowing local and/or agencies from out of the area, temporary access to the County's fuel supply. The fuel dispensed will be accounted for electronically or manually. Electronic accountability will require County Fleet Operations issue the requesting agency an electronic key that allows automated access to County fuel points. Manual accountability will be maintained by utilizing paper distribution logs at each of the County's fuel points. See Tab F, Fuel Distribution Log. The Fleet Operations Manager then follows established accountability procedures (per Chatham County Finance Office), to ensure appropriate cost recovery from the agency and/or agencies for the fuel issued.

2. Catastrophic Events/Major Disasters. Accountability of fuel and POL resources during these more significant events is the primary function of the PFC in the EOC. Fixed and temporary fuel distribution points, established by the County, will utilize Fuel Distribution Logs to account for all fuels dispensed.

   a. To determine burn rates and remaining available inventories Fuel Distribution Logs are to be turned-in to the PFC either daily, at the end of each operational period, or as otherwise

directed. This information serves as the basis for re-ordering. See Tab F, Fuel Distribution Log.

b. The PFC provides copies of the Fuel Distribution Logs to the Resource Unit (if established), for tracking, and the Finance Section for accountability. The Fuel Distribution Log is one of the base documents used for post event cost recovery procedures, and is itemized by the appropriate municipality, county, state, and federal; department and/or agency.

G. Recovery.

1. Local Emergency Events. Following a local event, responding agencies follow established local SOPs. All POL products procured for the emergency response but no longer needed, and that can not be consumed through normal use, are to be disposed of in accordance with guidelines established by the Federal Environmental Protection Agency (EPA) and State Environmental Protection Division (EPD).

2. Catastrophic Events/Major Disasters. As services and utilities are restored following a significant event, demobilization of the fuel/POL program needs to occur. The demands and number of fuel points for emergency workers will rapidly start being reduced but there will be fuel and other POL products remaining in the inventory. The following guidance is provided to assist with the return/redistribution of POL products:

a. Provide tracking of designated recoverable items (as appropriate) via the use of EOC Form 409 (Resource Tracking Form).

b. Fuel remaining in tank-wagons will be distributed to County and municipal agencies via fuel fill/top off operations. Remaining bulk fuel in tank-wagons will be distributed to County and municipal fuel storage facilities.

c. Unopened packaged POL may be recovered and stored at designated locations for turn-in.

d. All other POL products that are opened and are not consumed through normal use are to be disposed of in accordance with established EPA/EPD guidelines.

H. Communications:

1. General. Communications during any emergency event will be a challenge. Mass communications networks, along with radio and land-line communications methods routinely used by both government and private agencies may or may not be operational or available. Communications to, from, and between, units/agencies in the field will add to the level of difficulty. Because of this possibility, both government and private agencies must maintain redundant communications capabilities with the County EOC.

2. Communications Methods. Regardless of the location of the County EOC, available communications resources will be coordinated through ESF 2 (Communications) and may include:

   a. Commercial Land Line Telephone

   b. Commercial Satellite Telephone

   c. 800 MHz Radio

   d. UHF Radio (ARES)

   e. VHF Radio (ARES and Public Safety Nets)

   f. Internet Connectivity

   g. Message Courier

   h. Commercial Radio and Television Stations

I. Public Information. All information released regarding the County's Emergency Fuel Management Plan during an event will be coordinated through the Joint Information Center (JIC).

J. Training and Exercises. During exercises and other emergency planning activities, fuel requirements and resupply should be considered.

VIII. RESPONSIBILITIES

A. CEMA Director: The CEMA Director serves as the primary advisor to the County Commissioners and the County Manager regarding emergency management and logistical support requirements in the County. His role is to insure that the Logistical system and supply management system are in place to facilitate the response and recovery, and ensure that proper documentation is being maintained for any cost recovery. The Director

also has signature authority and responsibility to issue and/or request support through the County and GEMA.

B. CEMA Assistant Director: The CEMA Assistant Director (AD) is the Primary Operations Officer and assumes the responsibilities of the Director in his absence. The CEMA AD determines response actions and the levels of activation of the EOC. During local events, the CEMA AD works in close concert with the CEMA Duty Officer in determining the extent and scope of the response.

C. CEMA Duty Officer: The CEMA Duty Officer (DO) is the primary County contact for an Incident Commander to request additional resources during a local emergency event. The DO is responsible to and coordinates with the CEMA AD to identify the available County resources that meet the immediate request and projected needs.

D. Primary Fuel Coordinator (Responsible ESF Partner and/or EOC Logistics Section Chief): Upon activation is responsible for coordinating the event's fuel management plan. Based upon available POL resources, estimated burn rates, and forecasted needs, the PFC makes recommendations to the EOC Manager to provide fuel as needed, and coordinates those actions as required.

E. Chatham County Fleet Operations Manager: Maintain the emergency fuel contract with appropriate fuel vendor(s)/service provider(s) that include provisions that maintain/continue the supply of fuel to Chatham County during major disasters.

F. Municipal Public Works and/or Fleet Managers: When required, keep PFC apprised of municipal POL status to include availability, burn rates, and forecasted requirements.

IX. APPENDIX MANAGEMENT AND MAINTENANCE

A. Executive Agent: Chatham Emergency Management Agency (CEMA) is the executive agent for Appendix management and maintenance. The Appendix and supporting documents will be updated periodically as required to incorporate new directives and changes based on lessons learned from exercises and actual events. This section establishes procedures for interim changes and full updates of the Appendix.

B. Types and Changes: Changes include additions of new or supplementary material and deletions. No proposed change should contradict or override authorities or other plans contained in statute, order, or regulation.

C. Coordination and Approval: Any department or agency with assigned responsibilities within the Appendix may propose a change to the plan. CEMA is responsible for coordinating all proposed modifications to the Appendix with primary agencies, support agencies and other stakeholders. CEMA will coordinate review and approval for proposed modifications as required.

D. Notice of Change: After coordination has been accomplished, including receipt of the necessary signed approval supporting the final change language, CEMA will issue an official Notice of Change. The notice will specify the date, number, subject, purpose, background, and action required, and provide the change language on one or more numbered and dated insert pages that will replace the modified pages in the Emergency Operations Plan (EOP), Annex, or supporting documents. Once published, the modifications will be considered part of the EOP for operational purposes pending a formal revision and re-issuance of the entire document. Interim changes can be further modified or updated using the above process.

E. Distribution: CEMA will distribute the Notice of Change to all participating agencies. Notice of Change to other organizations will be provided upon request. Re-issuance of the individual Appendix or the entire EOP will take place as required. Working toward continuous improvement, CEMA is responsible for an annual review and update of the EOP to include related Appendices, and a complete revision every four years (or more frequently if the County Commission or Georgia Emergency Management Agency deem necessary). The review and update will consider lessons learned and best practices identified during exercises and responses to actual events, and incorporate new information technologies. CEMA will distribute revised EOC documents for the purpose of interagency review and concurrence.

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TAB A: COUNTY EMERGENCY FUEL CONTRACT

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TAB B: EMERGENCY FUEL MANAGEMENT CHECKLISTS

LOCAL EVENT EMERGENCY FUEL MANAGEMENT

(Assumes one-time request / need)

- DO receives agency request for fuel resource(s).
- DO verifies local fuel resources are expended/unavailable.
- DO notifies AD of request and status of known available fuel resources.
- DO contacts Chatham County Fleet Operations Manager to arrange fuel support.
- Chatham County Fleet Manager provides fuel for a one-time request/need, or establishes temporary agency account(s) using electronic keys and/or fuel logs.
- Chatham County Fleet Manager follows established accountability procedures (per Chatham County Finance Office) to ensure appropriate cost recovery for fuel issued.

CATASTROPHIC EVENT AND MAJOR DISASTER FUEL MANAGEMENT

(Assumes EOC has been established and appropriate declarations have been made)

- PFC is established within the EOC structure as appropriate to coordinate an Emergency Fuel Management Plan for the event.
- The PFC maintains an inventory of available fuel and POL resources for the operational period.
- A request for fuel/POL is received at the EOC.
- The incoming request is routed to the PFC.
- The PFC determines availability from County fuel/POL resources:
- If resources are available, the PFC coordinates delivery to the appropriate agency.
- If resources are not available, the PFC completes the appropriate requests and submits it to either the EOC supply unit or directly to the GEMA SOC. The PFC maintains a copy of the request for tracking purposes.
- When practical, incoming bulk POL is delivered directly to a location designated by requesting/receiving agency, or to established County fuel storage/distribution sites.
- Upon delivery, the requesting/receiving agency conducts an inventory and provides the information to the PFC for accountability.
- During each operational period (or as otherwise designated), all fuel storage and/or distribution sites provide the PFC with an inventory of on-hand POL; and/or a copy of the Fuel Distribution Log covering the designated period. This information is provided to the EOC Finance Section for cost recovery purposes.
- The PFC develops fuel management objectives as a part of the Transportation Management Plan that is included in the overall Incident Action Plan (IAP) for each operational period.

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TAB C: FUEL CONSUMPTION RATES (FY2009)

AGENCY	ANNUAL		AVERAGE DAILY	
	DIESEL	GASOLINE	DIESEL	GASOLINE
Bloomingdale	6,000	22,000	16	60
Chatham County	572,000	213,000	584	1,567
Garden City	8,942	83,385	25	289
Pooler	25,000	75,000	68	205
Pt. Wentworth	Not Available at Time of Production	Not Available at Time of Production	Not Available at Time of Production	Not Available at Time of Production
Savannah	582,554	1,015,960	1,596	2,783
Savannah Airport Commission	52,000	40,659	142	111
Sav–Chatham Schools	1,050,000	100,000	2,877	274
Thunderbolt	4,500	14,705	12	40
Tybee Island	1,300	33,000	36	90

NOTE: All Quantities Displayed in Gallons

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TAB D: FUEL STORAGE, DISTRIBUTION CAPACITIES AND LOCATIONS TABLE

MAP REF	FACILITY	ADDRESS	X	Y	GAS	DIESEL	OTHER
CHATHAM COUNTY							
1	Fleet Ops	7235 Sallie Mood	-81.30365	31.99799	10,000	1,600	None
2	Mosquito Control	65 Billy B Hair	-81.19216	32.11795	4,000	4,000	Av / Jet 6,000
3	BOE	2219 Gamble	-81.14862	32.04465	12,000	36,000	None
4	Sheriff's Office	1050 Carl Griffin	-81.16667	32.06146	20,000	N/A	None
5	Southside Fire	2225 Norwood	-81.0724	31.98665	N/A	2,000	None
6	Strickland Oil	142 Pine Barren	-81.22402	32.10037	8,000	10,000	None
CITY OF SAVANNAH							
7	City Lot	1100 W Gwinnett	-81.11245	32.0724	20,000	20,000	None
8	Police HQ	201 Habersham	-81.08877	32.07526	10,000	N/A	None
9	Vehicle Maint	6900 Sallie Mood	-81.08947	32.00488	20,000	20,000	None
CITY OF BLOOMINGDALE							
10	City Maint	7 Adams Road	-81.30365	32.13411	4,000	2,000	None
CITY OF POOLER							
11	Public Works	1095 S Rogers	-81.25258	32.10686	8,000	4,000	None
CITY OF THUNDERBOLT							
12	Fire Dept	2702 Mechanics	-81.05307	32.03389	600	600	None
CITY OF TYBEE ISLAND							
13	Public Works	78 Van Horne	-80.85252	32.02338	10,000	2,000	None
OTHER POTENTIAL LOCATIONS (TEMPORARY SITES)							
14	County Base (Designated Location)	McKenna Drive Sav-HH Int'l Airport	-81.202139	32.12758	Tank Wagon	Tank Wagon	None
15	Southwest Middle-Alt LSA	6030 Ogeechee	-81.2615	31.99983	Tank Wagon	Tank Wagon	None
16	W Chatham Middle-LSA	800 Pine Barren	-81.25892	32.09374	Tank Wagon	Tank Wagon	None

NOTE: All Quantities Displayed in Gallons

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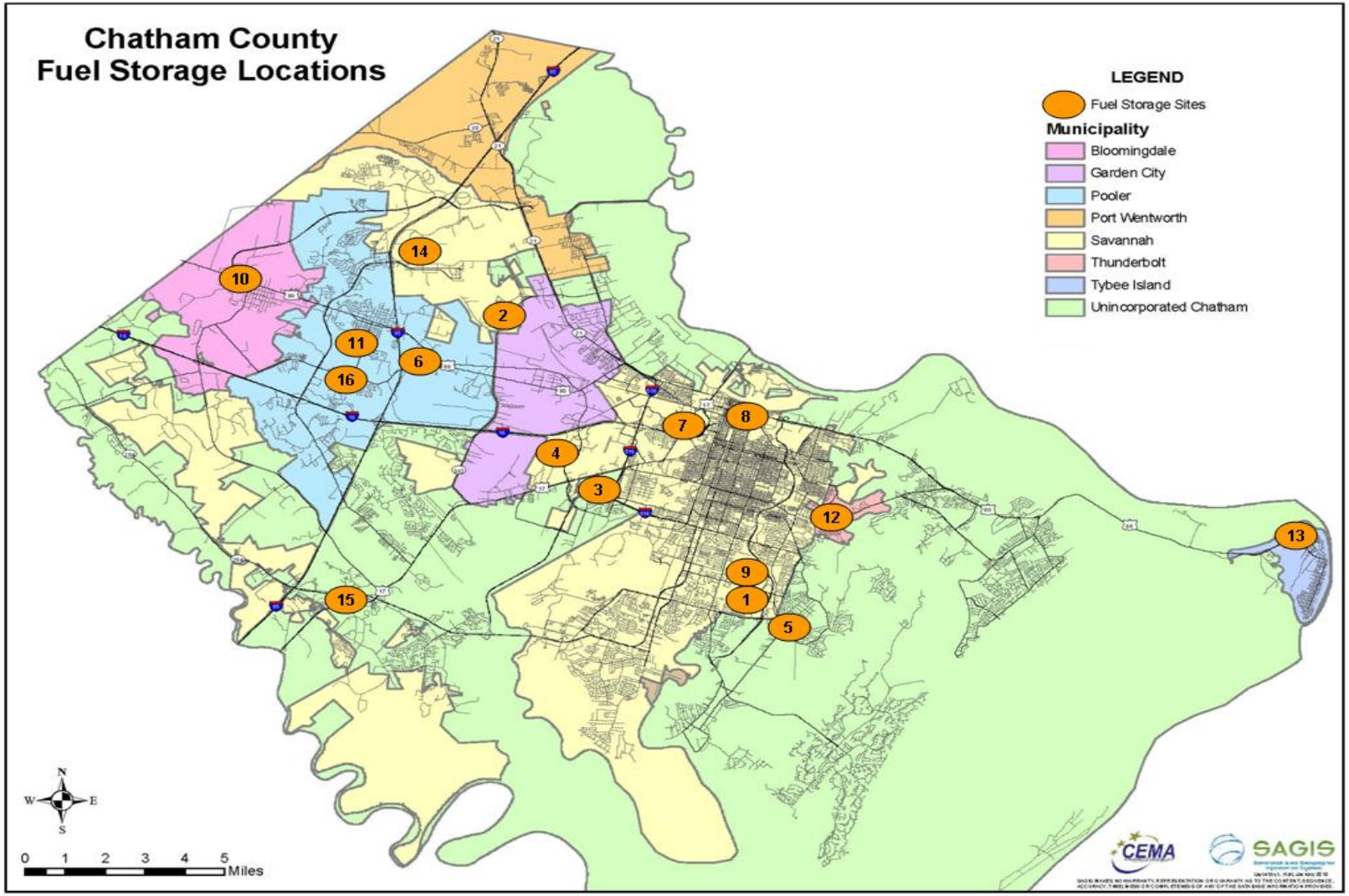
TAB E: FUEL STORAGE AND DISTRIBUTION LOCATIONS MAP



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TAB F: FUEL DISTRIBUTION LOG

Page ___ of ___

FUEL DISTRIBUTION LOG

LOCATION:

EVENT:

DATE / TIME	AGENCY INFORMATION	VEHCILE INFORMATION	FUEL DISPENSED BY TYPE (# OF GALLONS)			DRIVER - ACCEPTED BY (PRINT)
	NAME	MAKE / MODEL	GAS	DIESEL	OTHER	SIGNATURE
	ADDRESS / LOCATION	ADMIN / BUMPER #				SITE ATTENDANT
		LICENSE # / STATE				
	CONTACT(PHONE) #	CURRENT MILEAGE				
DATE / TIME	AGENCY INFORMATION	VEHCILE INFORMATION	FUEL DISPENSED BY TYPE (# OF GALLONS)			DRIVER - ACCEPTED BY (PRINT)
	NAME	MAKE / MODEL	GAS	DIESEL	OTHER	SIGNATURE
	ADDRESS / LOCATION	ADMIN / BUMPER #				SITE ATTENDANT
		LICENSE # / STATE				
	CONTACT(PHONE) #	CURRENT MILEAGE				
DATE / TIME	AGENCY INFORMATION	VEHCILE INFORMATION	FUEL DISPENSED BY TYPE (# OF GALLONS)			DRIVER - ACCEPTED BY (PRINT)
	NAME	MAKE / MODEL	GAS	DIESEL	OTHER	SIGNATURE
	ADDRESS / LOCATION	ADMIN / BUMPER #				SITE ATTENDANT
		LICENSE # / STATE				
	CONTACT(PHONE) #	CURRENT MILEAGE				
DATE / TIME	AGENCY INFORMATION	VEHCILE INFORMATION	FUEL DISPENSED BY TYPE (# OF GALLONS)			DRIVER - ACCEPTED BY (PRINT)
	NAME	MAKE / MODEL	GAS	DIESEL	OTHER	SIGNATURE
	ADDRESS / LOCATION	ADMIN / BUMPER #				SITE ATTENDANT
		LICENSE # / STATE				
	CONTACT(PHONE) #	CURRENT MILEAGE				

ON-HAND INVENTORY AS OF:	DATE:	TIME:	GASOLINE (GAL):	DIESEL (GAL):	OTHER (GAL):	OTHER (GAL):

01/20/10

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